



CITY OF NEWARK
DELAWARE

BIDDER

BID SECURITY

CONTRACT NO. 16-15

GRASS CUTTING OF ALL PARK AND HORTICULTURE AREAS

2017 - 2019

NOTICE

Do not disassemble. Return intact with
Properly completed forms or bid may be rejected.

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CONTRACT NO. 16-15

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2017 - 2019

NOTICE OF LETTING

Sealed bids for Contract No. 16-15, Grass Cutting of All Park and Horticulture Areas for 2017 - 2019, will be received in the Purchasing Office, Newark Municipal Building, 220 South Main Street, Newark, Delaware, 19711 until 2 p.m., prevailing time on Tuesday, October 4, 2016, and will be publicly opened and read aloud in the Council Chamber shortly thereafter.

There will be a mandatory pre-bid meeting on Tuesday, September 20, 2016, at 9:30 a.m. in the Council Chambers, 1st Floor, Newark Municipal Building, 220 South Main Street, Newark, DE 19711. Please allow 1.5 hours for the meeting.

The contract documents may be obtained from the City website at www.cityofnewarkde.us.

A link is available at <http://arcg.is/2c9zcff> that will provide a GIS map of each mowing area.

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GENERAL PROVISIONS

1. BIDS

Each bid shall be submitted on the Proposal form included herein. The Proposal and all other required documents must be submitted in a sealed envelope clearly identified with the bidder's name and marked City of Newark - Contract No. 16-15, Grass Cutting of All Park and Horticulture Areas for 2017 - 2019, and will be received in the Purchasing Office, 220 South Main Street, Newark, Delaware, 19711 until 2 p.m., prevailing time, Tuesday, October 4, 2016. Each bid so submitted shall constitute an irrevocable offer for a period of sixty (60) days following the bid opening date.

2. BID SECURITY

Each bid must be accompanied by a certified check, cashier's check or bid bond in the amount of five percent (5%) of the total quoted contract price, payable to the City of Newark. Failure to provide the required Bid Security may be grounds for rejection of the bid.

If the successful bidder fails or refuses to execute and deliver the contract within fourteen (14) calendar days after receiving notice of award of the contract, the successful bidder shall forfeit to the City for such failure or refusal the Bid Security deposited with the bid. Any certified check or cashier's check submitted as Bid Security shall be returned to all unsuccessful bidders within sixty (60) calendar days after the bid opening date.

3. CONTRACT SURETY BOND

The successful bidder shall provide the City with a Contract Surety Bond in the amount of their quoted contract price guaranteeing faithful performance of the contract. Such bond shall be provided to the City with the executed agreement within fourteen (14) calendar days after receiving notice of award of the contract. Upon receipt of the Contract Surety Bond, the City will return any certified check or cashier's check submitted as Bid Security by the successful bidder.

4. TAXES

The bid price(s) shall not include federal or state taxes. If applicable, the bidder must furnish the City with the necessary tax exemption forms in triplicate upon submission of his invoice.

5. AWARDS

The City Manager will review each of the bids submitted and make a recommendation to the City Council on the disposition of the bids. The City Council reserves the right to reject any or all bids and to waive minor irregularities and defects in form where the best interests of the City would be served. The City reserves the right to divide the award of the contract into each of the parts designated in the specifications, site requirements and proposal.

6. DURATION

The contractor shall hold firm the unit prices for labor, supplies and equipment for the calendar years of 2017 through December 31, 2019. Weekly mowing will start the first Monday in April of each year and go through the second Friday in November of each year. Mowing dates for meadow areas and Electric Department ROW's are noted within this contract.

7. INQUIRIES

Any inquiries regarding technical specifications should be directed to Tom Zaleski, Parks Superintendent, at 302-561-5017 (cell). Questions regarding the bidding procedure should be directed to Cenise Wright, Purchasing Administrator, at 302-366-7000.

8. LICENSING

The successful bidder shall be licensed to operate in the State of Delaware, shall be registered as a contractor in the City of Newark and shall possess all other required licenses.

9. NON COLLUSION

Bidders are prohibited from entering into any agreement, participating in any collusion or otherwise taking any action in restraint of free competitive bidding in connection with this bid.

10. EQUAL OPPORTUNITY EMPLOYER

The contractor awarded this contract shall be a fair and equal opportunity employer.

11. ADDENDA

Any changes to the bid documents shall be made only by written addenda issued no later than four (4) calendar days prior to the date set for bid opening. Prospective bidders shall bear the entire responsibility for being sure they have received any and all such addenda.

12. EXCEPTIONS

Any and all exceptions to the specifications or other bidding requirements must be noted in

the space provided on the Proposal form. Any exceptions may constitute suitable grounds for rejection of the bid.

13. ADVERTISEMENT

It is further agreed that any bidder submitting a bid will not use the name of the City of Newark in any advertisement without first obtaining the written consent of the City Manager.

14. FAMILIARITY WITH PROPOSED WORK

The contractor shall carefully examine the project sites, contract document and specifications and become familiar with the full scope of the work to be completed. The contractor shall not, at any time after the execution of the contract, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions or character of the work to be performed under this contract. The City is not responsible for inaccurate measurements of mowing and horticulture areas to be maintained. It is the contractor's responsibility to visit each area to determine the full scope of work.

15. PROTECTION TO PUBLIC PROPERTY

- A. The contractor shall insure protective measures to the general public and to the occupants of property adjacent to the work site. All work shall be executed with the utmost concern for the safety of the public.
- B. The contractor shall comply with all traffic and safety laws as required by the City of Newark and the State of Delaware.
- C. The contractor shall be strictly responsible for any and all damages or injury of every kind and description, which directly or indirectly may be done to any property or sustained by any persons during the performance of the work.
- D. When or where any direct or indirect damage or injury is done to public or private property by or on account of any act, omission, neglect or misconduct in the execution of the work, the contractor shall restore, at his own expense, such property to a condition similar or equal to that existing before such damage was done by repairing, rebuilding or otherwise restoring as may be directed, or he shall make good such damage or injury in an acceptable manner.

16. LIABILITY INSURANCE

- A. Except as otherwise provided by law, the contractor shall at all times maintain and keep in force such insurance as will protect him from claims under Worker's Compensation Acts, and also such insurance as will protect him and the owner from any such claims for damages for personal injuries, including death, which may arise from operations under this contract, whether such operations be by the contractor or by any subcontractor or anyone directly or indirectly employed by any of them.

- B. The contractor and his subcontractor's Public Liability and Property Damage Insurance shall provide adequate protection against public liability, property damage and vehicular liability. The contractor's Public Liability Insurance shall be in an amount not less than \$200,000 for Bodily Injury, including accidental death, to any one person and an amount not less than \$500,000 for any one occurrence. Property Damage Insurance shall be in an amount not less than \$100,000 per occurrence and \$200,000 aggregate. Vehicular Liability shall be in the amount of not less than \$100,000 for any one person or \$200,000 for each occurrence.
- C. A copy of the Certificate of Insurance must be provided to the City within fourteen (14) calendar days after receiving notice of award of the contract.

17. INSPECTIONS

All inspections will be performed by the City of Newark Parks and Recreation Department.

18. TERMINATION OF AGREEMENT AND INDEMNIFICATION

This agreement may be terminated by the City upon thirty (30) days written notice if the contractor fails to perform satisfactorily his obligations in accordance with the terms and conditions of the contract. In the event this agreement is terminated, the contractor shall be paid for services satisfactorily rendered up to the termination date.

Indemnification – The contractor shall solely be responsible and liable for the accuracy and completeness of all work performed and shall agree to indemnify, defend and hold harmless the City of Newark, its officers, agents and employees, from and against any and all claims, actions, suits and proceedings arising out of, based upon or caused by negligent acts, omissions or errors of or the infringement of any copyright of patent, by the contractor, its officers, agents, employees or subcontractors, in the performance of the contracted agreement.

19. BILLING/PAYMENT

Invoices are to be submitted to the Parks and Recreation office on a monthly basis during the mowing season. Invoices must show each area mowed with date and amount charged per each site. Payment will be made to the contractor within thirty (30) days.

20. PROJECT FUNDING

This project is being funded using City funds; therefore, “prevailing wages” do not apply.

21. SUBCONTRACTORS

Any subcontractors must be noted on the enclosed Listing of Subcontractors.

22. REFERENCES

Each bidder shall provide four (4) business references on the enclosed Reference Sheet (page 29) from current or previous customers (within the past two calendar years) where similar services are/were provided.

23. PERSONNEL

All services required under the contract shall be performed by the contractor or under his direct supervision, and all personnel, including sub-contractors shall be fully qualified and shall be authorized under local law to perform such a service. None of the work covered under this contract shall be sub-contracted without prior written approval of the Director of Parks and Recreation.

Workers are to present a neat appearance at all times. The contractor shall utilize competent employees. At the request of the Parks and Recreation Director, the contractor will replace any incompetent, abusive or disorderly persons and will not schedule them to work at any location covered under this contract.

24. VENDOR EMERGENCY POINT OF CONTACT

The successful bidder shall provide the name(s) and telephone numbers (land line and cell) of those individuals who can be contacted in an emergency situation.

25. TERM OF CONTRACT

The length of the contract will be for three (3) years. By mutual consent of the contracted firm(s) and the City, the contract may be renewed or extended for three (3) additional one (1) year periods, not to exceed a total of three (3) years. This option shall be exercised only if agreed to in writing by both parties and approved by the City Manager and/or City Council where applicable.

26. OWNERSHIP OF MATERIAL

All documents prepared and submitted pursuant to this RFP or contract shall be property of the City upon submittal and will be subject to staff and public review and discussion in association with our public bidding and formal proposal process. Any information or documents deemed proprietary shall be so marked at time of submittal and limited to detail where the disclosure of contents could be prejudicial to competing offerors during the process of negotiation, and any commercial or financial information of a privileged or confidential nature.

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2017 - 2019

TECHNICAL SPECIFICATIONS

1. SCOPE

The scope of work covers all mowing, edging, trimming and clean up at all City parks and horticultural areas. This contract covers approximately 91.14 acres of highly manicured mowing of turf areas and a once per year mowing of 12.44 acres of meadow areas. The mowing heights and frequencies are specified in the Site Requirements section of this contract.

2. GENERAL SAFETY REQUIREMENTS

- A. The contractor shall take all possible safety measures to ensure the public's safety while conducting mowing operations.
- B. The contractor agrees to and will require his employees to report immediately or as soon as practical any hazardous conditions that are found during the performance of this contract. Said report is to be made to the Parks Superintendent.
- C. All accidents must be reported to the Parks Superintendent within 24 hours of the occurrence.

3. SAFETY REQUIREMENTS FOR EQUIPMENT

- A. The contractor is expected to meet all OSHA requirements and State and local laws during the service of this contract.
- B. Periodic equipment inspections will be made by the Parks Department to insure quality turf care and safe operations.
- C. Riding mowers/tractors must be equipped with approved roll bars.

4. FURNISHING OF SERVICES

- A. The successful bidder shall be responsible for all mowing operations at all sites listed herein, shall insure all mowing equipment is set at the specified mowing height for each site and shall maintain blade sharpness for clean level cuts without torn edges.

- B. Refueling mowing equipment shall not be done on turf surfaces. Fuel/oil spills shall be the contractor's responsibility to clean up using an appropriate absorbing product. Spills are to be reported immediately to Tom Zaleski, Parks Superintendent, at 302-561-5017 or Rich Gregg, Parks Supervisor, at 302-561-5065.
- C. The successful bidder shall supply his own labor, supplies and equipment (including safety gear to employees) to carry out the work and shall be fully responsible for that same equipment. Equipment, materials and supplies may not be left at any site unattended or overnight without approval from the Parks Superintendent. The City will not be responsible for any theft or vandalism to said equipment.
- D. The contractor shall remove litter/debris prior to each cut to ensure a clean, neat and safe final appearance.
- E. Uniform shirts with company name displayed shall be worn by contractors and subcontractor employees at all times.
- F. The contractor must submit a mowing report each Monday by 8 a.m., indicating the date each area was mowed and any problems encountered. Emailed reports are preferred. An email address will be provided to the successful bidder.
- G. Grass is to be cut and discharged, to the extent possible, away from sidewalks, parking lots, hard surface trails, swimming pools, court areas, skinned infields, play area surfacing, streets and landscape planting beds. Any grass clippings that are discharged on these surfaces are to be blown or swept off. Additionally, grass clippings are to be discharged away from adjacent private property.
- H. The contractor may perform the work Monday through Saturday between the hours of 7:30 a.m. and 7 p.m. No Saturday mowing at Handloff, Kells, Fairfield and Dickey Parks.
- I. Trimmed areas are to be cut at the same height as mowed areas. Operators are to use extreme care around tree trunks and fixed objects. Trimming shall be done around all obstacles natural and otherwise; i.e., buildings, around/under fencing, utility poles, bollards, sign posts, landscaped areas, etc. Edging turf is to be done along all sidewalk and curblin areas to create a neat clean finish with all hard surface areas blown clean.
- J. The contractor's designated representative must inspect each site after mowing to insure contract compliance.
- K. Clumped/piled grass is to be dispersed by mowing over it with the mower deck at an elevated height.
- L. During wet periods, the contractor shall avoid utilizing equipment in areas where rutting of sod might occur. Grass cutting in these areas shall be rescheduled as soon as practicable.

M. It shall be the contractor's responsibility to obtain permission from neighboring property owners if he finds it necessary to enter a site from their property.

5. ADDITION OR DELETION OF SITES

The City may, at any time, add to or delete areas/sites or add to or reduce the frequency of cuts at a given site. If an area is deleted from the contract, the cost to cut that area, as quoted by the successful bidder, will no longer apply except for any cuttings performed to that area prior to it being deleted from the contract.

If the City chooses to add a site, it will ask the contractor to provide a price quote which is in line with the cost of similar sites in this contract.

6. LAWN CARE DEFINITIONS AND STANDARDS

The Contractor(s) shall provide a written mowing schedule for approval prior to start-up of the contract.

A. **TURF MOWING**

1. **Definition.** The trimming of turf grass.

2. **Specifications.**

All trash must be removed before, during and after each mowing cycle.

Grass should be cut at 3", especially during drought conditions.

For areas that do not require the removal of grass clippings, a mulching mower shall be used. The locations that require the grass clippings to be bagged and removed are:

1. All traffic islands on Elkton Road (5)
2. Nine other traffic islands
 - a. Upper Binns
 - b. Lower Binns
 - c. West Park and Route 896
 - d. Cleveland Avenue and Chapel Street
 - e. Woodlawn Avenue and Capitol Trail
 - f. Capitol Trail and Ogletown Road
 - g. Route 896 and Old Chestnut Hill Road
 - h. Star Campus Island on Route 896
 - i. Paper Mill Road and Old Paper Mill Road
3. City Hall
4. Apple and Winslow site
5. Apple and Barksdale site
6. Elkton Road and Christina Parkway
7. All other horticulture areas (3)

Grass needs to be blown from walks, curb lines, court/pool areas and parking areas after every visit and before contractors leave the site.

All elements of the lawn maintenance cycle shall be completed the same day they are started. No partial mowing will be allowed unless the weather forces delay. If rain or wet turf conditions exist, contractor shall finish the cycle as soon as favorable conditions exist.

During mowing, direct all mower chutes and grass clippings away from any buildings, vehicles, parking lots, outdoor air conditioners or any mechanical equipment.

B. TRIMMING OF TURF GRASS

1. **Definition.** The removal of uncut turf grass from areas that are inaccessible to riding or walk behind mowing units.
2. **Type of Equipment.** Stringline Trimmer.
3. **Approved Method.** Trimming shall be mechanical, not chemical.
4. **Specifications.**

Trimmed areas are to be cut the same height as areas mowed with larger equipment.

Operator must exercise extreme care when trimming around tree trunks, bed lines, sign posts, light standards, buildings or any other fixed objects. Equipment must not come in contact with or cause damage to any fixed object.

C. EDGING

1. **Definition.** Removal of plant overgrowth along the edge of a contained area. Examples are curbs, sidewalks, asphalt walks and brick walks.
2. **Types of Equipment.**
 - a. Rotary Blade Type.
 - b. Oscillating Blade Type.
 - c. Spin-Trimmer Blade Type.
 - d. Stringline Trimmer.
3. **Approved Method.** Power edging only.
4. **Specifications.**

Unless otherwise stated in the site specifications, edging will be completed every two mowing cycles.

All edging equipment shall be operated in a vertical position. Operators should be cautious not to damage brick sidewalks and have on all necessary safety equipment.

Areas to be edged are sidewalks and curbs.

Debris from edging operations shall be removed and areas cleaned.

Time allotted for edging shall not interfere with the mowing cycle.

Contractor's edging equipment and labor force must be sufficient to meet all contract requirements.

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SITE REQUIREMENTS

PARK AREA MOWING

Bagging of clippings is not required.

1. **Anna Way - Newark** - outside of fenced areas only
Total square footage turf: 7,040
Frequency: mowing - bi-weekly
 trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 695

2. **Apple and Barksdale Roads Open Space - Newark**
Total square footage turf: 2,229
Frequency: mowing - bi-weekly
 trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 219

Total square footage meadow: 17,769
Frequency: mowing - one time per year in February/March
 trimming/edging - bi-weekly
Height: six (6) inches
Lineal feet edging: 219

3. **Briar and Bent Lanes Open Space - Newark**
Total square footage turf: 1,450
Frequency: mowing - bi-weekly
 trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 1,419

4. **Casho Mill Road Open Space - Newark** (by overpass)
Total square footage: 3,003
Frequency: mowing/trimming - bi-weekly
 edging - none

Height: three (3) inches
Total square footage meadow area: 5,092
Frequency: mowing - one time per year in February/March
Height: six (6) inches

5. **Church Road Open Space - Newark**

Total square footage: 7,765
Frequency: mowing - bi-weekly
 trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 250

Total square footage meadow area: 19,368
Frequency: mowing - one time per year in February/March
Height: six (6) inches

6. **City Maintenance Yard - 406 Phillips Avenue, Newark** - includes 'B' Street sidewalk/mowing

Total square footage turf: 15,720
Frequency: mowing - bi-weekly
 trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 558

7. **Coleman Park Meadow/Trail - Country Hills Drive, Newark**

Total square footage turf: 5,306
Frequency: mowing/trimming - bi-weekly
 edging - none
Height: three (3) inches

8. **Country Hills Pond - Country Hills Drive, Newark**

Total square footage: 11, 282
Frequency: mowing - bi-weekly
 trimming/edging – bi-weekly
Height: three (3) inches
Lineal feet edging: 350

9. **Courtney Street Open Space - Newark**

Total square footage: 7,474
Frequency: mowing - bi-weekly
 trimming/edging – bi-weekly
Height: three (3) inches
Lineal feet edging: 328

Total square footage meadow area: 11,552
Frequency: mowing - one time per year in February/March

Height: six (6) inches

10. Coverdale Park - 396 Paper Mill Road, Newark

Total square footage: 17,723

Frequency: mowing - bi-weekly
trimming/edging - bi-weekly

Height: three (3) inches

Lineal feet edging: 120

Total square footage meadow area: 21,329

Frequency: mowing - one time per year in February/March

Height: six (6) inches

11. Creek Bend ROW - Newark

Total square footage: 7,940

Frequency: mowing - bi-weekly
trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 80

12. Curtis Mill Park - 225 Paper Mill Road, Newark

Total square footage: 148,642

Frequency: mowing - weekly
trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 2,430

Total square footage upper wildflower meadow area: 33,498

Frequency: mowing - one time per year in February/March

Height: six (6) inches

Total square footage Electric Department ROW: 2,020

Frequency: mowing - one time per year in September/October

Height: six (6) inches

13. Delaware Circle Sidewalk - Newark

Total square footage: 9,234

Frequency: mowing - weekly
trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 471

14. Devon Park - 46 Cornwall Drive, Newark

Total square footage: 8,583

Frequency: mowing - weekly
trimming/edging – bi-weekly

Height: three (3) inches
Lineal feet edging: 166

15. Dorothy P. Miller Park - Capitol Trail, Newark

Total square footage: 27,660
Frequency: mowing – bi-weekly
 trimming/edging – bi-weekly
Height: three (3) inches
Lineal feet edging: 313

16. Douglas D. Alley Park - 420 Douglas D. Alley Drive, Newark

Total square footage: 6,043
Frequency: mowing – bi-weekly
 trimming/edging – bi-weekly
Height: three (3) inches
Lineal feet edging: 495

17. East Park Open Space - Newark

Total square footage: 3,682
Frequency: mowing - weekly
 trimming/edging – bi-weekly
Height: three (3) inches
Lineal feet edging: 435

Total square footage meadow area: 21,875
Frequency: mowing - one time per year in February/March
Height: six (6) inches

18. Edna C. Dickey Park - 60 Madison Drive

Total square footage: 240,062
Frequency: mowing - weekly
 trimming/edging – bi-weekly
Height: three (3) inches
Lineal feet edging: 2,250

Total square footage sports field: 90,431
Frequency: mowing - athletic field
 additional mowing per week if necessary at the direction of the Parks
 Superintendent (April 10 - June 20, September 12- October 31)
Height: three (3) inches

19. Elan Park - 2 Blue Hen Drive, Newark

Total square footage: 36,817
Frequency: mowing - weekly
 trimming/edging – bi-weekly
Height: three (3) inches

Lineal feet edging: 2,593

Total square footage meadow area: 32,237

Frequency: mowing - one time per year in February/March

Height: six (6) inches

20. Elkton Road and Parkway - Newark

Total square footage: 65,278

Frequency: mowing – bi-weekly

trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 646

21. Fairfield Park - 491 Stamford Drive, Newark

Total square footage: 213,068

Frequency: mowing - weekly

trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 138

Total square footage meadow area: 13,200

Frequency: mowing - one time per year in February/March

Height: six (6) inches

22. Fairfield Crest Park - 20 Winfield Drive, Newark

Total square footage: 55,264

Frequency: mowing - weekly

trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 72

23. Folk Park - 98 Welsh Tract Road, Newark

Total square footage: 197,104

Frequency: mowing - weekly

trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 512

Total square footage sports field: 56,576

Frequency: mowing - athletic field

additional mowing per week if necessary at the direction of the Parks
Superintendent (April 10 - June 20, September 12- October 31)

Height: three (3) inches

Total square footage meadow area: 123,962

Frequency: mowing - one time per year in February/March

Height: six (6) inches

24. Fremont Road Electric ROW - Newark

Total square footage: 11,816

Frequency: mowing - one time per year in September/October

Height: six (6) inches

25. George Read Park - 315 Delaware Circle, Newark

Total square footage: 108,805

Frequency: mowing - weekly

trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 658

26. George Wilson Center and Park - 303 New London Road, Newark

Total square footage: 88,216

Frequency: mowing - weekly

trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 1,861

27. Hidden Valley Park - 120 W. Mill Station Drive, Newark

Total square footage: 37,136

Frequency: mowing - weekly

trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 1,483

28. Iron Glen Park - Elkton Road, Newark

Total square footage: 15,258

Frequency: mowing/trimming - bi-weekly

edging - none

Height: three (3) inches

29. Karpinski Park - 345 Old Paper Mill Road, Newark

Total square footage: 190,631

Frequency: mowing - weekly

trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 375

30. Kells Park - 201 Kells Avenue, Newark

Total square footage: 147,817

Frequency: mowing - weekly

trimming/edging – bi-weekly

Height: three (3) inches

Lineal feet edging: 2,950

Total square footage sports field: 92,675

Frequency: mowing - athletic field

additional mowing per week if necessary at the direction of the Parks

Superintendent (April 10 - June 20, September 12- October 31)

Height: three (3) inches

31. Kershaw Electric ROW - Newark

Total square footage: 2,078

Frequency: mowing - one time per year in September/October

Height: six (6) inches

32. Kershaw Park - 197 Paper Mill Road, Newark

Total square footage: 11,271

Frequency: mowing - weekly

trimming - bi-weekly

edging - none

Height: three (3) inches

Total square footage meadow area: 4,969

Frequency: mowing - one time per year in February/March

Height: six (6) inches

33. Leroy Hill Park - Barksdale & 100 Casho Mill Roads, Newark - outside of fenceline only

Total square footage: 98,093

Frequency: mowing - weekly

trimming/edging - bi-weekly

Height: three (3) inches

Lineal feet edging: 2,634

34. Lewis Park - 727 Academy Street, Newark

Total square footage: 128,944

Frequency: mowing - weekly

trimming/edging - bi-weekly

Height: three (3) inches

Lineal feet edging: 630

Total square footage meadow area: 17,534

Frequency: mowing - one time per year in February/March

Height: six (6) inches

35. Lumbrook Park - 100 Woodlawn Avenue, Newark

Total square footage: 166,430

Frequency: mowing - weekly

trimming/edging - bi-weekly

Height: three (3) inches
Lineal feet edging: 2,018

36. Newark Reservoir - Old Paper Mill Road, Newark

Total square footage: 241,476

from swale around front of site to top of basin, out to street including grass strip
along entire length of curblin from County pumphouse west to cyclone fence at
private residence

Frequency: mowing - weekly
trimming/edging - bi-weekly

Height: three (3) inches
Lineal feet edging: 3,179

37. Norma B. Handloff Park - 1000 Barksdale Road, Newark

Total square footage: 402,469

Frequency: mowing - weekly
trimming/edging – bi-weekly

Height: three (3) inches
Lineal feet edging: 2,441

Total square footage sports field: 135,169

Frequency: mowing - athletic field
additional mowing per week if necessary at the direction of the Parks
Superintendent (April 10 - June 20, September 12- October 31)

Height: three (3) inches

Total square footage meadow area: 128,794

Frequency: mowing - one time per year in February/March
Height: six (6) inches

38. Olan Thomas Park Electric ROW - Newark

Total square footage: 16,673

Frequency: mowing - one time per year in September/October
Height: six (6) inches

39. Olan Thomas Park - 100 Paper Mill Road, Newark

Total square footage: 65,067

Frequency: mowing - weekly
trimming/edging - bi-weekly

Height: three (3) inches
Lineal feet edging: 3,038

Total square footage meadow area: 19,385

Frequency: mowing - one time per year in February/March
Height: six (6) inches

40. Old Paper Mill Road Park - Old Paper Mill Road, Newark

Total square footage: 73,625

Frequency: mowing - weekly
trimming - bi-weekly
edging - none

Height: three (3) inches

41. Park Place Open Space - Newark

Total square footage: 4,054

Frequency: mowing - bi-weekly
trimming/edging - bi-weekly

Height: three (3) inches

Lineal feet edging: 253

Total square footage meadow area: 20,779

Frequency: mowing - one time per year in February/March

Height: six (6) inches

42. Persimmon Creek Electric ROW - Newark

Total square footage: 34,519

Frequency: mowing - one time per year in September/October

Height: six (6) inches

43. Phillips Park - 101 B Street, Newark

Total square footage: 119,902

Frequency: mowing - weekly
trimming/edging - bi-weekly

Height: three (3) inches

Lineal feet edging: 405

44. Rahway Open Space - Newark

Total square footage: 8,077

Frequency: mowing - bi-weekly
trimming/edging - bi-weekly

Height: three (3) inches

Lineal feet edging: 178

45. Rahway Park - 922 Rahway Drive, Newark

Total square footage: 16,801

Frequency: mowing - weekly
trimming/edging - bi-weekly

Height: three (3) inches

Lineal feet edging: 455

46. Rockmoss Avenue (#919) - Newark

Total square footage: 8,847

Frequency: mowing - bi-weekly

trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 181

47. Ridgewood Glen Park - Shenandoah Drive, Newark

Total square footage: 34,106
Includes Nightingale Circle, Shenandoah Drive between Glenview Place and Wood
Song Circle and at the end of Shenandoah Drive
Frequency: mowing - bi-weekly
trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 2,424

48. Rittenhouse Park - 228 West Chestnut Hill Road, Newark

Total square footage: 62,575
Areas on both sides of creek and along Chestnut Hill Road
Frequency: mowing - bi-weekly
trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 1,500
NOTE: Due to the City's Day Camp at the site from the third Monday in June through the
third Friday in August, all mowing operations Monday through Friday must be
completed no later than 8:30 a.m. or after 3:30 p.m.

49. Six Foot Stretch on Barksdale Road - Newark

Total square footage: 5,355
Frequency: mowing - bi-weekly
trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 617

50. Stafford Park - 420 Stafford Avenue, Newark

Total square footage: 71,569
Frequency: mowing - weekly
trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 1,754

51. Sue Lane Open Space - Newark

Total square footage: 5,908
Frequency: mowing - bi-weekly
trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 183

52. Tyre Avenue Open Space - Newark

Total square footage: 150
Frequency: mowing/trimming - weekly
 edging - none
Height: three (3) inches

53. White Chapel Electric ROW - at White Chapel Park, Newark

Total square footage: 2,955
Frequency: mowing - one time per year in September/October
Height: six (6) inches

54. White Chapel Park - 40 White Chapel Road, Newark

Total square footage: 58,985
Frequency: mowing - weekly
 trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 799

55. William M. Redd Park - 500 Paper Mill Road, Newark

Total square footage: 14,937
Frequency: mowing - bi-weekly
 trimming/edging - bi-weekly
Height: three (3) inches
Lineal feet edging: 1,379

HORTICULTURE AREA MOWING

All areas must have clippings bagged.

Mowing is to be done weekly to a height of three (3) inches.

Trimming and edging are to be done weekly.

1. **Apple and Barksdale**

Total square footage: 14,235

Lineal feet edging: 847

2. **Apple and Winslow**

Total square footage: 12,816

Lineal feet edging: 1,015

3. **Chapel and Cleveland Island**

Total square footage: 1,266

Lineal feet edging: 322

4. **CSX Bridge**

Total square footage: 5,499

Lineal feet edging: 507

5. **City Hall**

Total square footage: 53,946

Lineal feet edging: 3,484

6. **Delaware Avenue 'S' Turn**

Total square footage: 1,101

Lineal feet edging: 76

7. **Elkton Road Island #11** – from east end of island to just behind sign for I-95

Total square footage: 2,921

Lineal feet edging: 240

8. **Elkton Road Island #10**

Total square footage: 2,921

Lineal feet edging: 485

9. **Elkton Road Island #9**

Total square footage: 4,984

Lineal feet edging: 650

10. **Elkton Road Island #8**

Total square footage: 1,709

Lineal feet edging: 465

11. **Elkton Road Island #7**
Total square footage: 1,835
Lineal feet edging: 314
12. **Lower Binns Island**
Total square footage: 8,688
Lineal feet edging: 1,595
13. **Upper Binns Island**
Total square footage: 11,253
Lineal feet edging: 1,622
14. **McDonald's Circle Island** – two island areas
Total square footage: 42,488
Lineal feet edging: 2,141
15. **Papermill Road Island**
Total square footage: 5,590
Lineal feet edging: 311
16. **Sculpture Garden**
Total square footage: 33, 550
Lineal feet edging: 568
17. **Star Campus Island**
Total square footage: 2,486
Lineal feet edging: 428
18. **Top of the Hill** – at Cleveland and New London Roads
Total square footage: 351
Lineal feet edging: 105
19. **West Chestnut Hill Road and Route 896 Island** – two areas
Total square footage: 13,270
Lineal feet edging: 607
20. **West Main Street Electric Substation**
Total square footage: 1,919
Lineal feet edging: 105
21. **West Park and Route 896 Island**
Total square footage: 546
Lineal feet edging: 186

CONTRACT NO. 16-15

GRASS CUTTING OF ALL PARK AND HORTICULTURE AREAS

2017 - 2019

PROPOSAL

TO: The Mayor and City Council
Newark, Delaware

FROM: _____

The undersigned as a lawfully authorized agent for the below named Bidder, has carefully examined the General Provisions, Specifications, and Proposal to be known as Contract No. 16-15 and binds himself/herself on award to him/her by the Mayor and City Council of Newark, Delaware to execute in accordance with such award, a contract of which contract this Proposal and said General Provisions and any addenda shall be a part, and to furnish all materials and provide all machinery, tools and labor necessary to perform and complete the work within the time required by the contract in complete accordance with said General Provisions and Specifications, at the following named prices:

<u>Description</u>	<u>Amount</u>
1. Park Area Mowing	\$ _____
2. Horticulture Area Mowing	\$ _____

This proposal shall be irrevocable for a period of 60 days after bids are opened. We acknowledge receipt of Addendum(s) No(s). _____

Exceptions: _____

PROJECT TO BE COMPLETED IN THIRTY (30) CALENDAR DAYS FROM DATE OF NOTICE TO PROCEED.

DATE: _____

BIDDER: _____

BY: _____
Legally authorized representative.

PRINT NAME: _____

TITLE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

CONTRACT NO. 16-15

GRASS CUTTING OF ALL PARK AND HORTICULTURE AREAS

2017 - 2019

BOND TO ACCOMPANY PROPOSAL

(not necessary if certified or cashier's check is used)

KNOW ALL MEN BY THESE PRESENTS THAT _____ of _____ of the County of _____ and State of _____, principal, and _____ of _____ as surety, legally authorized to do business in the State of Delaware, are held and firmly bound unto the City of Newark in the sum of _____ dollars, to be paid to said City of Newark for use and benefit of the Mayor and Council of Newark, for which payment well and truly be made, we do bind ourselves, and each of our heirs, executors, administrators and successors, jointly and severally, for and in the whole, firmly by these presents. Sealed with our seal dated the _____ day of _____ in the year of our Lord, two thousand and sixteen (2016).

NOW THE CONDITIONS OF THIS OBLIGATION IS SUCH, that if the above bounded principal _____ who has submitted to said City of Newark, a certain proposal to enter into a certain Contract No. 16-15, and if said _____ shall well and truly enter into and executes said contract and furnish therewith such Surety Bond or Bonds as may be required by the terms of said contract and approved by said City of Newark, said Contract, and said Bond to be entered into within fourteen (14) calendar days after the date of official notice of award thereof in accordance with the terms of said proposal, then this obligation to be void, otherwise shall remain in full force and virtue.

SIGNED AND SEALED IN THE
PRESENCE OF WITNESS

SIGNED _____ (SEAL)

BY _____ (SEAL)

SIGNED _____ (SEAL)

BY _____ (SEAL)

BIDDER _____

LISTING OF SUBCONTRACTORS – CONTRACT NO. 16-15

Bidder/contractors shall fill in the following listing of subcontractors they intend to use in the performance of the contract work. No subcontractor shall be substituted for any listed below without the written consent of the City. Contractor hereby certified that he has notified all subcontractors that they are obligated to comply with the provisions of Federal or State laws as they pertain to this project and they must submit evidence of such compliance upon notice of request.

1. Name: _____

Address: _____

Type of Work: _____

2. Name: _____

Address: _____

Type of Work: _____

3. Name: _____

Address: _____

Type of Work: _____

4. Name: _____

Address: _____

Type of Work: _____

Date: _____ Bidder/Contractor: _____

By: _____

Its legally authorized representative

Print Name: _____

Check: ☐ Corporation ☐ Partnership ☐ Individual

Address: _____

City, State, Zip: _____

Telephone: _____

REFERENCES – CONTRACT NO. 16-15

Provide the following information for four (4) references who will attest to your company's ability to undertake and complete this type of work.

1. Customer reference information:

Name (Print) _____

Address _____ City _____ St. _____ Zip _____

Phone () _____

2. Customer reference information:

Name (Print) _____

Address _____ City _____ St. _____ Zip _____

Phone () _____

3. Customer reference information:

Name (Print) _____

Address _____ City _____ St. _____ Zip _____

Phone () _____

4. Customer reference information:

Name (Print) _____

Address _____ City _____ St. _____ Zip _____

Phone () _____